

**Typing Certificate:** Candidates must submit a typing certificate verifying **35 WPM** net corrected for **Office Assistant** and **45 WPM** net corrected for **Administrative Technician** to the below address or fax to **(916) 561-7261** in order to be considered for this position and invited to the written exam. Please see below for a list of testing locations. Candidates who do not submit a typing certificate will not continue in the recruitment process.

**CPS Human Resource Services**  
**Attn: Human Resources, Recruitment Coordinator**  
**241 Lathrop Way**  
**Sacramento, CA 95815**

## **Typing Tests in Sacramento**

### **The Secretariat**

340 "G" Street, Suite A  
Davis, CA 95616  
530-758-4200  
Cost: \$16.00  
Call for appointment.

### **Alpha Staffing - Roseville Temps**

151 N. Sunrise Avenue, Suite 705  
Roseville, CA 95661  
916-782-5627  
Cost: \$10.00  
Monday - Friday, anytime between 9:00am - 3:00pm.

### **Skill Business Center**

5451 Lemon Hill Ave.  
Sacramento, CA 95824  
(916) 433-2600

### **Folsom Adult School**

10850 Gadsten Way  
Rancho Cordova, CA 95670  
(916) 635-6810

### **Act 1 Personnel Services**

801 J Street  
Sacramento, CA 95814  
(916) 444-2442  
Sacramento Works Career Centers  
For Info, Call: (916) 263-3800

### **Workload Employment Services**

11230 Gold Express Drive, Suite 304  
Gold River, CA 95670  
(916) 853-1056

**Heald College, School of Business**

2901 Prospect Park Drive  
Rancho Cordova, CA 95670  
(916) 638-1616

**American River College**

4700 College Oak Drive  
Sacramento, CA 95841  
(916) 484-8648

**Issues typing certificates only to their students**

**Humphreys College**

11344 Coloma Road  
Rancho Cordova, CA 95670  
(916) 635-3996

**Issues typing certificates only to their students**

**MTI College of Business and Technology**

5221 Madison Avenue  
Sacramento, CA 95841  
(916) 339-1500

**Issues typing certificates only to their students**

**Sacramento City College**

Dean of Business Division  
3835 Freeport Boulevard  
Sacramento, CA 95822  
(916) 558-2581

**Issues typing certificates only to their students**

**Apple One**

**Attn: Bonnie**

2425 Fair Oaks Boulevard, Suite 5  
Sacramento, CA 95825  
(916) 483-9180

\* Let them know you are testing for CPS Human Resource Services